

DEPARTMENT OF THE NAVY  
Office of the Secretary  
Washington, DC 20350-1000

SECNAVINST 1754.6  
OP-15  
14 February 1991

SECNAV INSTRUCTION 1754.6

From: Secretary of the Navy  
To: All Ships and Stations

Subj: RELOCATION ASSISTANCE  
PROGRAMS FOR DEPARTMENT OF  
THE NAVY MILITARY PERSONNEL

Ref: (a) Public Law 101-189, "National  
Defense Authorization Act for  
Fiscal Years 1990 and 1991,"  
Section 661, November 29, 1989  
(NOTAL)  
(b) DoD Instruction 1338.19 of  
15 Jun 90 (NOTAL)  
(c) SECNAVINST 1754.4  
(d) SECNAVINST 1754.1

1. **Purpose.** To announce policy and implement the Department of the Navy Relocation Assistance Program (RAP) per references (a) and (b).

2. **Applicability.** This instruction applies to all active duty Navy and Marine Corps personnel, including reserve personnel on extended active duty, and their legal dependents. It further applies to retired members and their legal dependents on a space available basis for information and referral services only.

3. **Policy.** Department of the Navy policy is to help members and, where applicable, their families manage the affairs attendant to Service-required relocation by providing standardized information and services through a coordinated RAP.

4. **Responsibility**

a. The Assistant Secretary of the Navy, Manpower and Reserve Affairs [ASN(M&RA)], is responsible for providing overall policy control and oversight of RAP, and for making the annual report to the Secretary of Defense and Congress, to include:

(1) An assessment of military family housing. The number of on-base units and the number of available, affordable private sector units should be reported, as well as the number of members who live in base housing and the number who live in the surrounding community.

(2) An assessment of the actual non-reimbursed costs incurred by members incident to a permanent change of station (PCS) move.

(3) Information on the effects of the RAP on retention, readiness and quality of life.

b. The Chief of Naval Operations and the Commandant of the Marine Corps are responsible for implementing this instruction. They shall ensure that per the guidelines of this instruction:

(1) A comprehensive and integrated RAP is established, adequately staffed and resourced at each Navy or Marine Corps installation with at least 500 members assigned. Personnel assigned to areas with fewer than 500 members shall receive services from the nearest military RAP.

(2) Department of the Navy personnel and their families transferring PCS are fully informed of and have access to RAP services.

(3) By 30 September 1991, RAP information is managed through an automated information system which is compatible with other Services'.

(4) The RAP is monitored and evaluated to ensure accessibility, effectiveness, and responsiveness to needs of Department of the Navy personnel and their families. A report of the evaluation by the Service Inspector General, specifically addressing the requirements set forth in paragraph 4a(1) through (3), is required annually to ASN(M&RA) no later than 31 December.

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c. Commanders of installations with at least 500 members assigned shall establish a relocation assistance coordinating committee per reference (b) to ensure coordination and integration of disparate relocation services into a comprehensive, installation RAP involving, but not limited to, those services provided by the Family Service Center, housing/bachelor quarters offices, transportation office, personal property/household goods shipment offices, finance office, child development program office, medical service, chaplain, military personnel office/personnel support detachment.

**5. Procedures**

a. RAP shall provide:

(1) Pre-departure services to include information regarding the next duty station [availability of temporary and permanent housing (including the possible need to provide a spouse with a power of attorney), child care resources, spouse employment opportunities, school and medical related information, and information regarding the Exceptional Family Member (EFM) program and resources]; and counseling regarding stress management, financial management (entitlements/costs of moving), home buying and selling, property management, shipment/storage of household goods and check-in and check-out procedures.

(2) Arrival services to include information regarding settling-in services (emphasizing sponsorship), information on temporary and permanent housing (including Housing Referral Office functions and homefinding services), child care, EFM resources, medical/dental resources, legal assistance resources, education programs, spouse employment opportunities, religious services, and volunteer opportunities; plus a command indoctrination and community orientation; and, where appropriate, counseling regarding cultural adaptation.

b. Commands shall ensure that members and their families have adequate time for

in- and out-processing, considering personnel needs and mission requirements.

c. Navy and Marine Corps IG's shall review the RAP and report annually to the ASN(M&RA) by 31 December.

**6. Report.** The reporting requirement contained herein is assigned symbol DD-FM&P(A)1836(1754) and is approved for three years from the date of this instruction.

**DAN HOWARD**  
Secretary of the Navy  
(Acting)

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